

BUILDING INSPECTION SERVICES MANAGER

DEFINITION

Under direction, to plan, organize, direct and manage the building inspection activities in the Building Division within the Department of Community Development to ensure compliance with City, State and national codes and ordinances; to provide highly complex staff assistance to the Chief Building and Code Enforcement Official and others; and to perform related work as required.

CLASS CHARACTERISTICS

This is an advanced journey level classification responsible for supervision and oversight of building inspection staff and activities. Incumbents receive general direction from the Chief Building and Code Enforcement Official and are expected to possess the skills and abilities necessary to perform all duties and responsibilities of the classification with little supervision.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, supervises and participates in the work of the building inspection staff
- Prepares staff studies and recommendations as directed; provides general technical assistance to management as assigned
- Participates in the development and administration of the department budget
- Organizes and conducts field safety programs to ensure safe work practices; conducts regular staff and safety meetings
- Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards
- Interprets and advises staff on applicable laws, regulations, policies and procedures
- Responds to public inquiries via telephone or in person regarding permit processing, building, or other construction-related issues; assists applicants to achieve compliance with various codes and regulations
- Reviews plans, specifications, and engineering calculations for compliance with relevant codes, ordinances and regulations
- Represents the Building Division to the public; makes presentations to various governmental, citizen, and professional groups; attend meetings to review and discuss plans, documents, and code requirements
- Interviews and participates in the selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action

- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards
- Prepares and maintains a variety of records, reports and correspondence related to assigned activities
- Acts on behalf of manager when needed

QUALIFICATIONS

Knowledge of:

- Principles, practices and techniques of the inspection of public, commercial, industrial and residential buildings
- Principles and practices of construction plan review
- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management and supervision
- Pertinent federal, state and local rules, regulations, codes and laws
- Research methods, standards, techniques, and terminology related to building code enforcement and the construction industry
- Basic engineering principles and engineering mathematics
- Building design, construction and components
- Principles and practices of safety management and training
- Personal computer hardware and software typically found in a modern office

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the activities of program areas within assigned area
- Selecting, training, motivating and evaluating staff
- Coordinating division activities with other City departments and agencies as required
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to division activities
- Reading, interpreting and applying technical written material and applicable laws, rules, regulations and codes
- Reading, understanding, and interpreting construction blueprints, plans and specifications
- Preparing and administering a departmental budget
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Using computer technology and applications in the performance of daily activities
- Preparing and presenting clear, concise and logical written and oral reports
- Interpreting and applying City and Department policies, procedures, rules and regulations
- Communicating clearly and concisely, both orally and in writing

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to an Associate's degree with major coursework in building inspection technology, construction management or a related field and five (5) years of increasingly responsible journey-level experience in inspecting public, commercial, industrial and residential buildings, including two (2) years of supervisory experience.

LICENSES AND CERTIFICATES

Possession of, or ability to obtain, a certificate as a Combination Building Inspector from the International Conference of Building Officials (ICBO) or equivalent.

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform site inspections; vision to read handwritten and printed material and a computer screen; color vision to inspect electrical wiring; hearing and speech to communicate in person and by telephone; smell to detect gas or sewage leaks; touch to determine hot and cold water fixtures; manual dexterity to operate calculators, cameras, computers, grasp tools, and inspect electrical devices; ability to lift and carry items weighing up to 30 pounds such as tools, files, books or boxes of paper for distances up to 100 feet. Requires ability to operate a vehicle and working in exposure to various weather conditions.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.